

ASSISTANT CHIEF TRAINING OFFICER

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses the position, the major duties of which are supervising the work of department training officers and assisting the chief of training in any administrative duties assigned. The assistant chief of training directly oversees the work of subordinate training officers as they prepare for and teach training classes in the classroom, at the drill field, or at fire stations; he/she may also personally conduct selected training courses in specialized areas. He/she reports on the work of subordinates to the chief of training and assists in preparing and maintaining department records and reports of activities. The assistant chief training officer may be assigned research for division activities or special projects by the chief training officer. This class ranks directly below that of Chief Training Officer and the chief training officer reviews and evaluates the work of employees of this class.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Supervises all training classes conducted by the division. Personally teaches selected classes in specialized areas of training. Prepares lesson plans and training material for use in drill field training, in company training at fire stations, and classroom training. Prepares, administers, and grades training tests. Assists the chief training officer in setting the training schedule for the department.

Supervises subordinate training officers in the planning and preparation for training classes to be taught by the division. Offers advice and assistance as needed. Reports on the work of subordinate officers to the chief training officer. Keeps records and writes reports on division employees and division activities as assigned.

Attends schools and training conferences to keep informed on modern training methods and on modern fire department procedures and equipment. Conducts research of technical data, including local fire reports, statistics, bulletins, and specifications for the purpose of integrating such material into the training program.

Assists the chief training officer in any administrative duties assigned.

Gives talks, lectures, or demonstrations on fire department operations to schools, clubs, and civic organizations.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States.

Must possess a valid driver's license.

Before promotion, must pass a medical examination designed to show good health and the physical abilities necessary to perform the duties of the position.

Must be a regular and permanent employee in good standing in the class of Training Officer.

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